CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel _Angela Tallon_   Department _Community Resources GIS Division_

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
ESRI Introduction to Geoprocessing Scripts Using Python Class

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: _Broomfield, CO_

Date of meeting _October 8-9, 2009_

Date trip to begin _October 7, 2009_   Date trip will end _October 10, 2009_

Method of transportation requested _~~car~~ CITY VEHICLE_

Estimated transportation cost	$ _220.00_
Meals	_119.00_
Lodging ____3____ days	_351.00_
Other costs – description _Cost of Training_	_980.00_
Total estimated cost of trip	$ _1670.00_

Signed _Angela Tallon_ _7/21/09_   Date _____   Date _7-27-09_
(person requesting travel)   (Department Head)

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When the cost of the trip will exceed $500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is $ _____

Approved: _____ Date _____
Mayor

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When the cost of the trip will exceed $1,500, per event, Council approval is required.

Approved by Common Council on_____ (Date)

White copy – Mayor   **Yellow copy – Finance**   **Gold copy – Department copy**